



INTERNATIONAL INSTITUTE
of Minnesota

Opportunity Navigator Positions available for the Hospitality and Nursing Assistant Programs

The International Institute of Minnesota is excited to announce that we have been selected to host two Minnesota Opportunity Corps Opportunity Navigators for the 2017-2018 program year! One position is with the Nursing Assistant Training Program. The other position is with the Hospitality Careers Pathway Program and is primarily located at the International Institute, but exists in partnership with Normandale Community College (as such, the Hospitality Program position requires Tuesday evening availability and preferably a vehicle to travel between sites).

The Minnesota Opportunity Corps is a strategic partnership between Serve Minnesota, Reading & Math, Inc. and a number of non-profit organizations in the nine-county Metro area coming together to use the power of national service to assist Minnesotans with economic barriers to become more self-sufficient by gaining and retaining living-wage jobs.

The program year will start September 5th, 2017 and members serve through July 7th, 2018, and applications are being received now. During your eleven-month service, members receive Global Career Development Facilitator training, on-going support, and professional development opportunities. In addition, members receive a modest living stipend, an education award of up to \$5,815 and other benefits if eligible.

All Opportunity Navigators will be trained to provide proven, best-practice experiences for partner organizations' participants including the following:

- Develop individualized education and career plan from interests and skills assessments with clear education and/or employment goals, while identifying barriers and their solutions.
- Track progress of plan and supports while facilitating advancement and educational/career progression.
- Link support services, education/training providers, career and industry information, and experiential opportunities, including internships, practicums, employment, etc.
- Liaison between participant and the systems being accessed and their components.
- Provide support and training in one-to-one and small group settings as needed for success.
- Work collaboratively with "service team" members, such as education providers, social services, industry representatives, and employers.

Qualifications

- Must be 18 years of age, a US citizen, national, or legal permanent resident alien, and a high school graduate (or GED recipient).
- Willingness to commit to a full year of service (1700 hours for full-time members). Hours must be completed within 11 months of start date.
- Demonstrated English proficiency in reading, writing, and speaking.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated experience with intermediate computer skills (word processing, internet, data entry, e-mail, comfort with database and software use, etc.).
- Desire to affect systems change at the ground level; ability to connect the small details to the bigger picture.
- Ability to build relationships and work with people of different cultures and backgrounds.
- Access to regular, reliable transportation.

How do I apply? Positions for the 2017-18 program year begin on September 5th. To read more about the program, including full position descriptions, and to apply, visit www.opportunitycorps.org. Questions? Contact admin@opportunitycorps.org or 612-206-3030.

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I serve because
I AM MOTIVATED TO
HELP OTHERS
achieve their own
POTENTIAL.

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- Work with adults daily to help build their work readiness skills
- Receive excellent training, mentoring and support to build your resume and launch your career
- Serve your community and make your gap year matter
- Get paid every two weeks and earn up to \$5,800 for student loans or tuition

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